



Wisconsin Elections Commission

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DATE: July 7, 2020

TO: Wisconsin Municipal Clerks
City of Milwaukee Elections Commission
Wisconsin County Clerks
Milwaukee County Elections Commission

FROM: Richard Rydecki Allison Coakley
Assistant Administrator Training Coordinator

SUBJECT: Election Administration Training webinar series schedule
(July 2020 – May 2021)

To supplement our current training program and outreach efforts, we have developed a new election administration training webinar series, scheduled to begin in July and continue into the 2021 Spring Election cycle. Election administration webinars are focused on providing all types of election workers with information about their duties before, during and after an election.

We will once again post the webinar schedule with webinar access links to allow interested clerks and their election workers to sign-up in advance of all webinars. After you have signed up, you will receive reminder emails one week, one day, and one hour before the webinar is scheduled to start. We will continue to post Live Webinar access information and related materials under “Recent Clerk Communications” no later than the Monday prior to each webinar. You must be able to view videos on your computer using your computer’s speakers and use a media application such as Windows Media Player.

The webinar recording, related materials, and a list of frequently asked questions, will be posted shortly after the webcast. The posted webcasts will now include indexing links to allow clerks to go directly to a specific topic covered during a webinar. The programs and materials are free for you to download from our website or a disc may be ordered for a small fee: <https://elections.wi.gov/node/6554>. The live or recorded webcasts may be counted toward the hours clerks need for recertification purposes.

We will continue to explore education, training and outreach modalities that are effective, can be delivered at a reduced cost and will provide uniform instruction and training across the state. Please send any questions or comments you have to us: elections@wisconsin.gov or (608) 261-2033.

Wisconsin Elections Commissioners

Ann Jacobs, chair | Marge Bostelmann | Julie M. Glancey | Dean Knudson | Robert Spindell | Mark L. Thomsen

Administrator
Meagan Wolfe

2020-2021 Election Administration Training Webinar Series

Elections and Coronavirus COVID-19

July 15, 2020, 10 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

<https://attendee.gotowebinar.com/register/3360203599964374544>

This webinar will outline the preparations and precautions clerks and election workers should take now and on Election Day to ensure safe in-person absentee voting in the clerk's office and at the polls. We will go over the training resources we have available on our website and in the Learning Center, review the recent 7th Circuit Court of Appeals ruling and answer any question you have.

Preparing for the August Partisan Primary

July 22, 2020, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

<https://attendee.gotowebinar.com/register/4633405079580281616>

In a partisan primary, electors vote by party to qualify candidates for the November General Election. Some voters may take issue with voting by party, rather than candidate, but Wisconsin's partisan primary has been in place since the early 1900s! This webinar will review the rules for counting votes in a partisan primary, the impact of selecting a party preference, overriding and remaking crossover and overvoted ballots and provide some new counting write-in votes scenarios just for this election!

I'm a New Clerk – Where do I Start?

August 26, 2020, 10:00 a.m. – 11:00 a.m.

County and Municipal Clerks

<https://attendee.gotowebinar.com/register/2692900097462725392>

Whether you are a new clerk or an experienced clerk with questions, we are here to help! Using the new clerk checklist as a guide, we will review training requirements to ensure that all election officials are up-to-date and compliant with state training laws. We will also take a look at the training resources available in the Learning Center, outline our communications protocol, and take a tour of the Elections Commission website and other web applications.

Poll Book Management

September 16, 2020, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

<https://attendee.gotowebinar.com/register/6467292618175929360>

This webinar will provide election workers with training on the proper maintenance of the poll books on Election Day, how to read the absentee watermarks on the poll book, and the role and usage of the absentee ballot log. We will review the "state-show-sign" process that voters must follow in order to get a ballot and touch on photo ID requirements and common questions we receive from voters and election workers.

Polling Place Set-Up

September 30, 2020, 10:00 a.m. – 11:00 p.m.

Clerks, Chief Inspectors and Poll Workers

<https://attendee.gotowebinar.com/register/6477884213686363408>

This webinar will cover the essential steps for setting up your polling place for Election Day. We will provide best practices for polling place accessibility from parking lot to polling area and highlight some simple changes election workers may take to ensure accessibility. We will also be providing COVID-19 best practices to promote the health and safety of all voters and election workers. Curbside voting procedures and set-up will also be reviewed to ensure that all voters are able to utilize this voting process if they are unable to enter the polling place due to a disability.

Let's Get Ready for November!

October 14, 2020, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

<https://attendee.gotowebinar.com/register/1206133877314383120>

We will share some important reminders for the traditionally high turnout General and Presidential Election in this webinar. We will review determining voter intent, counting votes for president and vice-president, tips for conducting challenges, rules for election observers and members of the media and the use of photography and videography at the polls. We will also take a look at Presidential-only ballots for new and former Wisconsin residents.

What a Year! A Review of 2020 and a Look Ahead

January 13, 2021, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

<https://attendee.gotowebinar.com/register/8965178527320369424>

This webinar will take a look at the important events, news and issues we addressed in 2020 and how they may continue to impact the 2021 spring elections. Public health and election security will continue to be front and center and receive a great deal of attention from state and federal agencies, elected officials, clerks and their election workers, and voters. We will provide an update on our efforts to work with federal and state governments and our clerk-partners to ensure that our elections continue to be safe, fair and open.

Prep for the February Primary: Completing Election Forms

January 27, 2021, 10:00 a.m. – 11:00 p.m.

Clerks, Chief Inspectors and Poll Workers

<https://attendee.gotowebinar.com/register/3139703140084113680>

Election inspectors are required to fill out a variety of forms and other documents throughout Election Day and when reconciling and certifying the election results. This webinar will review those forms, identify the election workers responsible for them and provide an interactive exercise with the Inspectors' Statement (EL-104).

Election Day Procedures: What Election Officials Should Know

February 24, 2021, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

<https://attendee.gotowebinar.com/register/3014179594122376720>

This webinar will not only provide a general review of some of the duties election inspectors have on Election Day, but Commission staff will also offer tips and suggestions to help election officials perform those duties to their very best. We will look at some fundamental election tasks, such as registering voters and more complex procedures, such as issuing a provisional ballot. This will be a good refresher for both new and experienced election officials.

April Election Readiness

March 10, 2021, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

<https://attendee.gotowebinar.com/register/3397318714472107792>

Last scheduled election until 2022! This webinar will review any legislative changes, Commission actions and/or court decisions that impact election administration for the April election. We will provide some interactive exercises for election workers, including everyone's favorite election task, counting votes!

Best Practices & Key Takeaways from the 2020-2021 Elections

May 5, 2021, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

<https://attendee.gotowebinar.com/register/3823281613700507152>

In this post-election webinar, we will review everything we learned over the past year and share some best practices, as identified by Commission staff, clerks, election workers, advocacy groups and voters! Please share any "lessons learned" during the last election cycle and we will include them in our discussion!